

City of Grand Rapids Film and Photography Permit Application

Welcome to the City of Grand Rapids Office of Special Events! We are thrilled that you would like to shoot within our beautiful city and look forward to working with you. There is a non-refundable \$25 application fee plus a \$300 permit fee which includes the first site. All additional sites will be \$200 fee, as determined by the OSE. Application is due 15 days before your filming along with a site map for each site. Submission after 15 days will receive an additional \$25 late fee. Fees for approved student projects may be reduced. **Before you begin to fill out the application, please review the *OSE Planning & Resource Guide*.** You will need a permit if any of the following applies:

- Filming takes place on public property
- Traffic will be interrupted on the city streets
- Pedestrian traffic will be interrupted on sidewalks
- A tripod or dolly is used on sidewalks, streets, or alleys
- A generator is used on a sidewalk, street, or alley
- Filming will take place in a moving vehicle on a street or down an alley
- Public parking will be impacted

Proposal Process and Guidelines

To ensure a safe and enjoyable event, we require that the event applicant/production company follow a series of guidelines set by the Office of Special Events (OSE). All appropriate permit applications must be submitted in a timely manner. Permission to use City properties for any purpose must be granted in writing on an application issued and authorized by the OSE.

- The Film & Photography Permit may be denied or revoked by the OSE when the property authorized under the permit interferes with the regular use of property or is used for any purpose other than what was initially determined. The OSE reserves the right to not approve a request to use public property for any event, activity, or assembly.
- The holder of a Film & Photography Permit or designated person in charge, shall be responsible for the event, and shall be present at the site/facility specified throughout the duration of the filming. It is their responsibility to assure that all members/participants adhere to community standards.
- During the course of any event or activity for which the OSE has granted a permit; if the activities of any participant(s) or spectator(s) have become abusive or destructive to City property or equipment, the OSE reserves the right to immediately adjourn the event or activity.
- If a proposed activity or event requires other permits or licenses, i.e., food, beverages, sales, fireworks, electrical, liquor, plumbing, etc., such permits and licenses must be copied to the OSE.
- In the event of the activity/filming project being shut down at any point in time, including prior to, the applicant/production company will be held responsible to remit payment for all fees associated.

- All steps sent from the Special Event Coordinator along with the Pre-Event Estimated Invoice must be paid in full prior to receiving the filming permit.
- Playing music may require legal rights. The City requires as a condition of the Special Event Permit that the applicant has legal rights to play, perform, and/or livestream/air any music being used at the event.
- It is the responsibility of the applicant/production company to properly inform the OSE of any and all amendments or revisions to the original application. All changes must be made in writing and are subject to review and approval. Any substantive changes requested for a permit will be assessed and evaluated by the OSE. An additional fee may be charged.
- You will also be responsible for any other fees and charges explained within the application that pertain to your event including but not limited to, road closures, security, residential and business notifications, vendors, etc.
- Contact the Grand Rapids Fire Department (GRFD if you are using any **special effects, open flame, or fireworks**). A separate permit will be mandatory and provided by GRFD (616-456-3900).
- Please contact GRPD if you would like to request the use of any **police vehicles, use of weapons (real or simulated)** in a public place or in view of the public will require the presence of at least one Grand Rapids Police Officer on site (616-456-4224).
- Do not publicly announce the date or location of your filming project until you have received written/emailed confirmation from the Office of Special Events.

General Film Information

Please provide clear and accurate information to evade delays in processing. Incomplete applications will not be accepted; applications using "TBD" will be considered incomplete.

Name of Project: _____

Filming Date(s): _____

Brief Description of Project: _____

Production Company Name: _____

Primary Contact: _____

Billing Address: _____

Street City/State/Zip Code: _____

Primary Contact Cell Phone: _____

Primary Contact E-mail Address (must be a working e-mail): _____

Producer Phone: _____ Email: _____

Production Manager Phone: _____ Email: _____

Location Manager Phone: _____ Email: _____

Production Info (please check one of the boxes indicating what type of project this is):

- | | | |
|--|--|--|
| <input type="checkbox"/> Feature Film | <input type="checkbox"/> Television Programming | <input type="checkbox"/> Still Photography |
| <input type="checkbox"/> TV Movie | <input type="checkbox"/> Public Service Announcement | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> Short Film | <input type="checkbox"/> Commercial | <input type="checkbox"/> Documentary |
| <input type="checkbox"/> Corporate Video | <input type="checkbox"/> Reality Show | <input type="checkbox"/> Student Project* |
| <input type="checkbox"/> Other _____ | | |

*Please include a copy of your student ID & Professor and contact information

Total Number of Filming Days in Grand Rapids: _____ Number of Public Locations: _____

Total Number of Production Vehicles: _____ Size of Crew Number of Talent: _____

Anticipated Services

(Please check all boxes below that apply)

- | | | | | |
|---|--|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Police | <input type="checkbox"/> MI State Police | <input type="checkbox"/> Water Permit | <input type="checkbox"/> DeVos Place | <input type="checkbox"/> City Parks |
| <input type="checkbox"/> Noise Variance | <input type="checkbox"/> Pyrotechnics Permit | <input type="checkbox"/> The Rapid/ITP | <input type="checkbox"/> Fire | <input type="checkbox"/> Other _____ |

Equipment and Props

(Please check all the boxes below that apply)

- | | | | | | | |
|-------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> Generator* | <input type="checkbox"/> Rig (stills) | <input type="checkbox"/> Light | <input type="checkbox"/> Effects | <input type="checkbox"/> Crane | <input type="checkbox"/> Large Prop | <input type="checkbox"/> Track |
| <input type="checkbox"/> Set Design | <input type="checkbox"/> Dolly | <input type="checkbox"/> Water Truck | <input type="checkbox"/> Camera Car | <input type="checkbox"/> Other _____ | | |

*All generators above 9000 watts or on a trailer whether on public or private property will need an electrical permit and inspection.

Site Plan – Due with application submission

Separate attachment required for each location shoot.

A Site Plan is mandatory for all permits. Building permits are required for temporary structures like tents and stages greater than 200 sq. ft. zoning approval is required for location on private property, prior to the issuance of a Building Permit. Building, Electrical, Mechanical, and Plumbing Permits may also be required as well as zoning approval. Visit www.grcity.us/DevelopmentCenter, select "forms and applications" to complete and apply. You may also be required to schedule an inspection on the day of your event.

Please place a detailed map of each location, which includes the following information relevant to your production. Maps without this information will not be accepted for processing.

- Names of all surrounding streets
- One-way streets
- Parking restrictions and/or controls (parking, meters, peak hour restrictions, etc.)
- Use of RAPID bus zones
- Hooding of parking meters, or use of no-parking barricades in non-metered areas (indicate with an "x")
- Location(s) of camera(s)
- Street closures or intermittent traffic control
- Sidewalk closures or intermittent pedestrian control
- Truck and crew parking
- Base camp
- Catering location(s)
- Direction of moving vehicles for driving shots
- Indicated location of generator
- Portable bathrooms

Location(s) Request – Due with application submission

Please complete this sheet for each location to be used during production. Please attach a site map showing the setup for each film/photo shoot location(s). If you have more than 2 locations, please print more copy of this page to fill out or send a copy of your shooting schedule.

LOCATION #: _____

☐ Residential/Business Signature Notification Sheet attached

☐ Site Map attached

Shooting Date(s): _____

Shooting Time(s): _____

Time truck(s) are scheduled to arrive at site: _____

GRPD requested? ☐ Yes ☐ No

Describe in detail the film activity that will be taking place at this location: _____

LOCATION #: _____

☐ Residential/Business Signature Notification Sheet attached

☐ Site Map attached

Shooting Date(s): _____

Shooting Time(s): _____

Time truck(s) are scheduled to arrive at site: _____

GRPD requested? ☐ Yes ☐ No

Describe in detail the film activity that will be taking place at this location: _____

Certificate of Insurance – Due 30 days before your project

A certification of insurance is required to obtain a Special Event Permit. This will need to be submitted prior to your project.

- ☐ My Certificate of Insurance is included with this application
- ☐ I will be applying for insurance from the GatherGuard Program
- ☐ I will submit the Certificate of Insurance 30 days prior to the event setup date

Special Event Film Permit Application

1 Monroe Center NW • Grand Rapids, MI 49503 • 616.456.3378 • grandrapidsmi.gov • specialevents@grcity.us

Emergency Action Plan – Due 30 days before your project

All events are required to provide an Event Action Plan. See OSE Planning & Resource Guide for requirements and to print off the form.

This is a document where you can provide details on safety and severe weather plans in addition to measures that you will have in place to mitigate the spread of COVID-19. You can view up to date MDHHS information on our website: grandrapidsmi.gov/specialevents

My Event Action Plan is attached? ☐ Yes ☐ No

Community Notification - Due 30 days before your project

Notifying the communities that will be affected by the event is the responsibility of the event organizer. For street closures, signatures or written consent is required. The special events permit will not be issued until your required community notification obligation is fulfilled.

- ☐ I have notified residents and businesses about my event
- ☐ Attached is the message/flyer and list of contacts who received my community notification message
- ☐ Attached is the completed signature sheet of residents and businesses directly affected by my event plans
- ☐ I plan to notify businesses and residents about my event

When/Date _____ How/Method _____

Street Closures

Streets or sidewalks can be closed for special events to provide safety for attendees and a clear definition of your event area. The start to finish closure should be marked clearly on the site map and for races, written details of the streets and/or sidewalks should be included. Street closure includes full, partial, and intermittent. Meters within a street closure must be reserved.

Street Closures Requested? ☐ Yes ☐ No

Sidewalk Closures Requested? ☐ Yes ☐ No

Name of Street(s) _____

- ☐ Written details of my requested street closure are attached
- ☐ My requested street closures are clearly demarcated on my site map

Clean Up Plan

A cleanup plan detailing how you anticipate disposing trash/waste generated by your event is required.

- ☐ I plan to reach out to Public Works for my needs 30 days before my event, publicworks@grcity.us
- ☐ I plan on collection and disposing my own trash.
- ☐ Receptacle locations are demarcated on my Site Map
- ☐ I am using a private company

Refuse Removal Company: _____ Phone Number: _____

Drop Off Date/Time: _____ Pick-Up Date/Time: _____

Film Contract Agreement

This is a signed agreement outlining the expectations for the execution of your filming project and all that is associated with it. The named filming company is responsible for the area(s) utilized and will be held responsible for any cleaning, repairs or damages made to City property.

Project Name: _____

Production Company Name: _____

Client: _____

Authorized Agent: _____

The company named above agrees to pay all costs for required permits and film coordination services

This contract verifies that _____ will be held responsible for the following: Film Permits for street use, parking meter hoods, traffic control, inspections, removal, and installation of street fixtures, use of street and/or sidewalk barricades and like activities. The company agrees that the cost of City staff time and materials required to restore the location to its previous condition will be invoiced to the production company. In addition, the company named above, agrees to secure, and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance as described in the Grand Rapids Film Resource Guide, which by this reference are incorporated herein. Upon approval, filming projects can be terminated by OSE Supervisor, GRPD or designated City Leadership at any point in time.

The production company shall indemnify and hold harmless the City, its officers, elected officials, agent, employees, and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, associate, or otherwise arising out of or relating to any act or omission or the production company, its agents' contractors, or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City.

Failure of the Company to comply with the terms or the City's permit as described may result in revocation of the permit and the inability to obtain future permits. The Film Permit is not valid without signatures of Authorized Agent, Grand Rapids Office of Special Events (OSE) and the Grand Rapids Police Department.

Payment is due in full to the Grand Rapids City Treasurer prior to any filming taking place.

I hereby apply for permission to use or occupy public property, for the sole purpose of filming

(Signature)

(Date)

By signing and dating above, you are stating that you have read and completed all sections of the application that pertain to your production/event.

Optional Questions

Each year we submit data internally that helps tell the story of the event organizer community we assist and serve. You can help us provide information by voluntarily sharing your responses to the questions below. These questions are not required, no names or personal information will be shared, and we will only reference them for internal purposes.

1. What gender do you identify as? _____
2. Which ethnicity do you primarily identify with? _____
3. Do you reside in the City of Grand Rapids? ☐ Yes ☐ No **If yes**, please share which Ward you live in? _____
4. Regarding the event this application is for, are you an individual hosting this event or affiliated with an organization/company? _____

Internal Use Only

Application Submission Date: _____

Recurring _____ New Event _____

Commercial _____ Community _____